



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY

PAYROLL CLERK (Three-Shift Operations)

**MAY BE UNDERFILLED AS EITHER FINANCIAL CLERK OR OFFICE ASSISTANT
INDIVIDUALS QUALIFIED AS EITHER FINANCIAL CLERK OF OFFICE ASSISTANT ARE
ENCOURAGED TO APPLY
HUMAN RESOURCES - EAST HARTFORD**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF
THIS PAGE!**

Open To: Lateral transfers, candidates on exam list for Payroll Clerk or Financial Clerk or Office Assistant
Location: Human Resources, East Hartford
Job Posting No: 00097996
Hours: Monday - Friday; 8:30am-5:00pm; RDO Saturday and Sunday
Salary: \$46,191-\$60,197 annually for Payroll Clerk (Three-Shift Operations) - CL-17*
\$36,637-\$46,654 annually for Financial Clerk - CL-12
\$38,552-\$50,582 annually for Office Assistant – CL-13
*Payroll Clerk (Three-Shift Operations) is in pay plan CL-17 (Payroll Clerk is pay plan CL-16)
New hires start at minimum

Please note: Payroll Clerk (Three-Shift Operations) requirements: General Experience: Four (4) years of experience in accounts payable, bookkeeping, payroll preparation or clerical work involving finances. Special Experience: One (1) year of the General Experience must have been as a State of Connecticut Payroll Clerk (class code 6157).

Closing Date: February 3, 2014

Eligibility Requirement: Candidates must have applied for and passed the Payroll Clerk or Financial Clerk or Office Assistant exams and be on the current certification lists promulgated by the Department of Administrative Services for any of these three classifications. State employees currently holding any of the above titles or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

Assists with the processing of a large biweekly payroll for a 3-shift operation, including the audit and data entry of timesheets including high volume of overtime, shift and weekend differential, and holiday payments. Timesheets are audited, corrected, validated and data entered. Process biweekly payroll changes including credit union, withholding, direct deposit and union dues. Verify AI's & CBI's when due and check distribution. Maintain payroll forms, salary adjustments, answers payroll-related questions from employees, completion of wage verifications and filing. Experience utilizing CORE-CT system; processing complex payroll that includes high volume of overtime; benefits and 24-7 operations is strongly preferred. Performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59pm on the closing date indicated above.

Send application materials to:

Department of Developmental Services — North Region

155 Founders Plaza, 255 Pitkin Street

East Hartford, CT 06108

Attn: Carol Pfeifer

Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967

Preferred method of application is via fax to 860-622-4967

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities